

OFFICE OF ADMINISTRATIVE LAW

NOTICE OF VACANCY



TECHNICAL SUPPORT SPECIALIST 1

SALARY RANGE: \$59,031.79 – 83,803.57 (Range P24)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: November 6, 2017

TO: November 20, 2017

OPEN TO: ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Office of Administrative Law
33 Washington Street
Newark, NJ 07102

JOB DESCRIPTION: Under supervision, will provide the Office of Administrative Law with technical support necessary to ensure business continuity in three office Locations: Newark, Quakerbridge and Atlantic City; takes the lead in troubleshooting hardware/software issues; identifies system deficiencies and recommend upgrades/enhancements for existing or new software/ hardware; installs new software and upgrades; tests software and connectivity; image PC's with division specific imaging; backup and restores user data; does other related duties as required.

REQUIREMENTS: Open to full-time State employees who have permanent status in a competitive title and who meet the open competitive requirements listed below:

OR

Open to full-time State employees who have permanent status in the below listed non-competitive titles and who meet the open competitive requirements listed below:

Information Technology Specialist
Software Development Specialist 1

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Data Processing.

EXPERIENCE: Three (3) years of experience in one or more of the following: 1) data processing systems analysis and programming design; 2) the analysis of work methods and processes; 3) the operation of multi-program or client/server computer systems; 4) the support areas of computer scheduling, input/output control and magnetic data control in the data processing field or; 5) help desk; one (1) year of which shall have been in the technical support area solving user problems in a help desk or related environment or using productivity aids and job control languages.

NOTE: A Bachelor's degree in any field may be substituted for the Associate's degree in Data Processing.

NOTE: A Bachelor's or Master's degree in Data Processing may be substituted for one (1) year of experience.

SPECIAL NOTE REGARDING SUBSTITUTING EXPERIENCE FOR EDUCATION:

Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operation of multi-programming or client/server computer systems and work in the data processing support areas of input/output control, scheduling, reliability or user support may be substituted for the required education on a year-for-year basis.

NOTE: Any formal data processing training by any organization may be submitted for consideration and evaluation as possibly being equated to a specific number of college credits. The Civil Service Commission will review the course content and all other factors involved, and make a determination.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only.
All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Subject Line: Technical Support Specialist 1)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer